

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DNR0944169**

Date Posted: **10/10/11**

POSITION NO: **946746**

Closing Date: **10/21/11**

CLASS CODE: **1366**

POSITION TITLE: **Office Specialist**

DEPARTMENT NAME: **Division of Natural Resources - Navajo AML Reclamation / UMTRA Department**

DEPARTMENT NO: **94** WORKSITE LOCATION: **Window Rock, AZ**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R58A**

Days: **Mon - Fri**

Permanent: ☒

SALARY:

Hours: **8:00 am - 5:00 pm**

Temporary: ☐

Duration: \$ **22,734.40** Per Annum

Part-Time: ☐

No. of Hrs/Wk.: **40** \$ **10.93** Per Hour

**DUTIES AND RESPONSIBILITIES:**

Work under the general supervision of the Programs & Projects Specialist to provide office and clerical support services to the entire Navajo AML Reclamation / UMTRA Department. General duties will include: compose, edit & review correspondences, reports, forms, records, etc.; maintain an organized records management system of Public Facility Projects including a tracking system of financial & non-financial documents; prepare & process financial documents (Receiving Records, ICR, TA, PR, SSO, etc.); prepare and process employee and office forms when necessary; make travel and lodging arrangements; assist with maintaining the Office of Surface Mining NTTP and TIPS training schedules to include coordinate schedules, compile need surveys, handle space allocations & submit nominations; perform basic accounting and bookkeeping duties including working with the Navajo Nation FMIS and P-Card systems; arrange & schedule meetings; transcribe minutes of meetings; answer telephone calls, greet & direct visitors as appropriate, respond to questions and provide general information on the department; handle mail runs, errands and relays to field offices when needed; send, receive, record and distribute department mail; and perform other duties as required.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A High School Diploma or GED supplemented by courses in general office procedures.

**Experience:**

Two (2) years of general office management or a combination of education related experience which provides the capabilities to perform the described duties.

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of basic clerical, secretarial and office support practices and procedures; Navajo Nation FMIS system, Navajo Nation P-Card system, computer software; word processing; and database/spreadsheet applications.

**License/Certification Requirements:**

Must possess a valid state driver's license and obtain a Navajo Nation Operators Permit within 90 days of employment

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**